

Carlisle School Committee

Minutes

May 8, 2019

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741
7:00 PM

Present – School Committee: Melynda Gambino – Chair, David Model, Christine Lear, Sara Wilson. Newly elected member Eva Mostoufi was present but hasn’t been officially sworn in as of this date.

Present – School Administration: James O’Shea, Superintendent; Matt Mehler, Middle School Principal; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Draft Minutes of 4/10/19	Draft Minutes of 4/29/19	Superintendent Evaluation Document
Policy Reorganization Plan	School Fees	

I. Call to Order

Superintendent O’Shea called the meeting to order at 7:01 pm. Mr. O’Shea announced that the meeting is being recorded.

II. Committee Re-organization

Mr. O’Shea said the first Carlisle School Committee (CSC) meeting after the Town Election is the Committee re-organization. He asked for a motion to seat the School Committee members. Mr. Model moved to recognize Melynda Gambino, Christine Lear, Eva Mostoufi, Sara Wilson and David Model as members of the CSC; Ms. Gambino seconded the motion. All members present voted in favor of the motion. Mr. Model made a motion that Ms. Gambino be appointed as the CSC chair for the 2019-2020 year; Ms. Lear seconded the motion. All members present voted in favor of the motion. Ms. Gambino assumed the role of Chair for the meeting. Mr. Model made a motion that Ms. Lear be nominated as CSC vice chair; Ms. Wilson seconded the motion. All members present voted in favor of the motion. Ms. Lear motioned to appoint Nancy Anderson as CSC recording secretary; Mr. Model seconded the motion. All members present voted in favor of the motion. Ms. Lear motioned to appoint Susan Pray as treasurer of the District; Ms. Wilson seconded the motion. All members present voted in favor of the motion. Ms. Lear motioned to appoint Mr. Model and Ms. Mostoufi as members of the Regional School Committee; Ms. Wilson seconded the motion. All members present voted in favor of the motion. Mr. Model motioned to appoint Ms. Wilson as the primary CSC member to sign warrants and Ms. Lear as the secondary person to sign warrants; Ms. Gambino seconded the motion. All members present voted in favor of the motion. Ms. Gambino announced that all other Committee appointments will be discussed as needed.

Mr. Model was asked to comment that the Carlisle School Committee (CSC) and the Carlisle Teachers' Association (CTA) reached an agreement on two consecutive contracts. One covers the current year 2018-2019 and the other is for the next 3 years, 2019-2022. He stated that the contracts reflected a good outcome for both parties. The community, the teachers, and the administration all understand the pressures of this process, and now everyone can work on providing the best educational experience for our students. Mr. Model thanked Cynthia Sorn of the Carlisle Mosquito for her accurate reporting during the process.

III. Public Comments

There were no public comments.

IV. Review/Approve Minutes

Ms. Lear made a motion to approve the minutes of the meeting of April 10; Mr. Model seconded the motion. All members present voted in favor of the motion. The minutes were approved with one minor edit. Ms. Lear motioned to accept the minutes of April 29; Mr. Model seconded the motion. All members present voted in favor of the motion.

V. Information/Discussion Items

A. 2020 8th Grade Washington DC Trip. Matt Mehler presented. Dr. Mehler started by saying he does not take this trip lightly, as it involves significant costs for Carlisle families. Dr. Mehler had gathered school data from neighboring communities on the Washington DC trip. On average, the cost of the trip increases \$80-100 a year for all districts. If people fly rather than take a bus, the overall cost is approximately \$300-400 more per student. Some schools do fundraising to help with the cost. Dr. Mehler's goal is that all Carlisle students who want to go on this trip can go. This year, in 2019, there are 65 students going, and the company is World Strides. The cost is \$1295 per student. If people decide to take a bus, it is less expensive but if people fly, they leave at 6am and are in DC cemetery by 10:30. So the cost pays for more time in DC. The School hasn't signed a contract yet for the 2020 trip. Dr. Mehler will go on the trip this year and experience it, so he can make a well informed decision about vendors. Capital Tours gave us a very competitive price. Dr. Mehler's goal is to keep the cost under \$1,000 per student. The trip had been in April during school vacation week, but it was moved to June to tie it to curriculum. Prior to the DC trip, the 8th graders had various activities (such as a Boston Harbor cruise and a trip to see Blue Man Group) at significant expense. The DC trip supplants the previous graduation events. Ms. Gambino questioned if the end of year activities could be funded by the class treasury. It is not believed that the treasury has enough funds to pay for the DC trip. Dr. Mehler's goal is to lower the cost for all students plus pay for families that can't afford it. Dr. Mehler is asking the CSC to approve the Washington DC trip contingent on him negotiating with most affordable vendor possible. Ms. Gambino asked Dr. Mehler to attend the June CSC meeting to report back about the trip. She asked for concrete fundraising ideas. Dr. Mehler said that this past year there was a car wash fundraiser and an anonymous donation to help fund the trip. Ms. Mostoufi asked if Dr. Mehler has gone back to World Strides to see if they could match the significantly lower price that Dr. Mehler found from another vendor. It was noted that World Strides' staff starts the tour on the bus from the airport, pointing out sites

to students. World Strides pick students up from Carlisle and transports them back to Carlisle. (Bedford Charter would have to be hired if the school contracted with another vendor and would charge \$20 per student to transport them to and from the airport.) Ms. Mostoufi shared that sometimes these companies offer lower prices to get Schools to sign up and the price might increase the following year. Dr. Mehler would like to lock in the date for 2020 and get the best deal for our families. Dr. Mehler is happy to share at June meeting how trip went and what fundraising will occur. He believes that students should have some ownership of funding this trip. Mr. Model moved to waive the usual practice of deliberating at one meeting and voting at the next with the provision that Dr. Mehler attends the June CSC meeting; Ms. Lear seconded the motion. All members present voted in favor of the motion. Mr. Model moved that the 2020 Washington DC trip be approved as presented, with the provision that fundraising plans will accompany it; Ms. Wilson seconded the motion. All members present voted in favor of the motion.

B. Solar Project Update and Timeline. Rob Jackson from Ameresco was in attendance, along with other Ameresco employees. Jonathan DeKock from the Solar Working Group attended, as did Rob Fortado, Carlisle Public Schools' Facilities Manager. Rob Jackson presented a slideshow that included the proposed solar project schedule. Mr. Jackson reported that Ameresco had meetings with Planning Board to discuss the site plan review process. The Planning Board has one meeting in June. Ameresco would ideally like to submit their proposal at the end of June and attend the July Planning Board meeting to get site plan approval. Permits are needed and then they can apply to the SMART program. It takes a couple of months to approve the plan and give the block number, that was initially estimated to be block 3 or 4. The block number Carlisle gets depends on how many projects are ahead of Carlisle. Projects are reviewed in the order they are submitted. Mr. DeKock noted that the timing of the project is different from previous projections. Mr. Model hoped the infrequency of Planning Board meeting in the summer would not delay the review process. Ms. Gambino asked how long design work takes and Mr. Jackson said it takes a couple of weeks. Mr. O'Shea asked that when Ameresco has a design, representatives should come back to the CSC for approval, as there are concerns about the height of the canopies over the bus area (if there is enough space for busses to park and pull out safely.) Mr. Jackson said from the time of SMART approval, Ameresco has one year to build the structure. An Ameresco representative said it takes approximately 2 months from time they start in parking lot to complete the project. Once there is SMART approval, panels are ordered and delivery takes about 6 months because of high demand. SunPower is the panel vendor. It is ideal to do the paving project in the warmer months. Ms. Gambino asked what we can do to move forward and get into the SMART program. Peter Gambino, Planning Board chair, called in to the meeting at 8:00 p.m. Mr. Fortado said paving should not be done until the temperature is 50 degrees or more. Grinding down the existing lot also has to be done. Ms. Gambino asked if it is possible to have a special meeting between regularly scheduled Planning Board meetings in June and the Chair, Mr. Gambino, said the Committee is flexible. Mr. DeKock asked how many meetings the Planning Board needs before they sign off on the site plan. Mr. Gambino said the tighter design it is, the faster they can sign off. If Ameresco wants to reach out to Board to run things by them, they can. Mr. Model emphasized that the faster we can get things done, the better we can be in the queue for SMART funding. Mr. DeKock summarized that the CSC has to sign the lease, the Board of Selectmen has to approve the lease, Ameresco has to do the survey, and once site plan is reviewed then they can apply for SMART program which controls the cost for the town. Mr. Model asked for a

timeline and action steps that need to be taken. Mike Williamson from Ameresco talked about the paving process. Their recommendation is to strip pavement in the parking lot this summer, put down a 1 ½ inch binder, then complete paving project next year. Paving would start in April and continue in June. Rob Fortado is concerned with plowing over the binder in the winter. He also said there are catch basins and manhole covers in the parking lot area which could be problematic. Mr. Williamson said the project takes a total of 2 months. Mr. Model supports doing it all in summer of 2020. Mr. DeKock said Sunshine Paving is the vendor that has been selected, asked Ameresco to talk with them about the timeline. The Ameresco representatives were thanked. Ms. Gambino said CSC members have received the lease, and she will ask for feedback from members, review the lease with a lawyer and have another meeting to discuss it. The Board of Selectmen (BOS) is expecting to execute the lease for the school on May 14. The BOS needs to approve it, and CSC has to sign it. There will be a CSC meeting next week to discuss, vote and sign the solar lease.

C. Carlisle Education Foundation (CEF) Spring Grants. Jill DeCosta presented for the CEF. The CEF received 5 grant proposals this spring and committed to funding 4 for \$8972.36. One was for \$4700, and is for promoting positivity in school, where an artist in residence will create artwork be painted on the stairwell leading to gym. Another was for rocket notebooks in the amount of \$1686.40 to help rising 8th graders go paperless next year. These help kids with executive functioning issues and organizational support, and will be used in social studies, language arts and math. A third grant funded sensory pathways for \$1298.96. Sue Ross and April Colson, Occupational Therapists, are creating new pathways in school for students. These pathways promote an innovative way for student transitions. The 4th grant funded the Public Policy Institute Conference about building capacity for safe and successful schools for \$1287. Jeff Hechenbleikner will attend this conference in July about trends in policy and practices to insure opportunity and access for all students. Mr. Model moved to waive the usual practice of deliberating at one meeting and voting on it at the next; Ms. Lear seconded the motion. All members present voted in favor. Ms. Lear moved to gratefully accept the CEF grants as presented; Mr. Model seconded the motion. All members present voted in favor.

D. Superintendent Evaluation Planning. Mr. O'Shea presented. Each year the CSC has to evaluate the Superintendent as directed by the Department of Education. The form, which includes the standards that Mr. O'Shea has been implementing, will be forwarded to all Committee members that will be evaluating Mr. O'Shea. The form will be returned to Nancy Anderson by May 31, and the results will be compiled onto a final form and presented at the June CSC meeting. Ms. Gambino encouraged each CSC member to meet with Jim individually.

E. Policy Reorganization and Review. Mr. O'Shea has reorganized the Carlisle policies. As history for the new members, it was stated that in Concord, the CSC policy subcommittee meets and reviews policies. The CSC felt we could review our own policies and reference MASC policies to propose updated versions. Mr. O'Shea proposed a list of policies for review in 2019-2020. Ms. Gambino said that if there is a subcommittee for policy review, it could meet and decide on how to approach the policies. Mr. Model recommended reviewing Section B policies first. He reminded members that one discussion the Committee has had is to define what is a true policy. It was thought that the Section J policies would help members become familiar with policies. Ms. Lear and Ms. Wilson expressed interest in being on the policy subcommittee. Ms. Mostoufi will join in sometimes as well.

F. School Fees. Ms. Pray stated that the fee increases were voted on last year. She wasn't recommending any changes for FY20. She mentioned that the bus fee letter is sent to

families now because it is easier to get fees before families disperse for summer. Ms. Lear asked that fees be discussed in the April CSC meeting next year. Ms. Gambino asked if the bus fees should be increased this year. We charge a fee to 7th and 8th grade students only. Ms. Pray said that schools are not obligated to provide bus transportation for 7th and 8th grade students. Mr. Model defers to the Business Manager to make the decision on the fees. Mr. Model moved to waive the usual practice of deliberating in one meeting and voting in the next; Ms. Wilson seconded the motion. All members present voted in favor. Ms. Lear made a motion to approve the fees as presented; Ms. Wilson seconded the motion. All members present voted in favor.

G. Summer Meeting Plan. Members will send their summer availability to Ms. Anderson. Mr. O'Shea will send out a Doodle poll on dates. The dates that worked for most members were in early or late July.

VI. Communications/Correspondence

The communications folder was circulated.

VII. Superintendent's Report

Highlights of Superintendent Jim O'Shea's report included:

There is a committee of 16 for the Director of Student Support Services search. The committee identified candidates, interviewed 5, and recommended one to move forward in the process. The position will be posted again to look for additional candidates. The school and community are meeting with the recommended candidate and have a site visit with her on Monday.

At Town Meeting, the solar article moved forward, the study for Spalding field was approved, and the School budget was approved.

Colonial Roadshow in 5th grade

Field trips to Plimoth Plantation, Faneuil Hall, Harvard Museum, Drumlin Farm, Science Museum, Lowell Mills

8th Grade visits CCHS

Field Day coming up on 5/23

Kindergarten Chicka Chicka Boom Boom performance went well

Kindergarten parents night was this past week

Artist in residence program is occurring now

Elementary Music Assembly

6th grade author visit

3rd grade evening showcase with Artlink

Kindergarten screening on 5/20

Memorial Day assembly

Outdoor ed meeting

Retirements taking place

Interviewed for Health teacher, hired Meghan Coffey

There is a finalist for the French teacher position

There is a 1st grade position open because Jen Demers won't be returning

VIII. Members'/Committee Reports as Needed

There were no committee reports.

IX. Warrants

- A. Accounts Payable Warrant #7319; \$64,515.44
- B. Payroll Warrant #7119; \$383,675.97

X. Action Items

There were no action items at this time.

XI. Citizens' Comments

Cynthia Sorn, Rutland Street, asked if the Teachers' Contract has been updated yet. Mr. Model answered that he just received a draft of the contract today and it is incomplete.

XII. Adjourn Meeting to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session for the following purpose(s):

Purpose 7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 30, Section 21 A, consideration of release of executive session minutes from previous meetings.

Mr. Model moved to adjourn to executive session for Purpose 7 listed above; Ms. Wilson seconded the motion. The following votes were taken in roll call:
Model, aye; Gambino, aye; Lear, aye; Wilson, aye.

The public meeting was adjourned at 9:46 p.m.

Respectfully submitted,



Nancy Anderson
Assistant to the Superintendent